



VILLANOVA
UNIVERSITY
Villanova University 2024
Full-Time Staff Benefits Summary

Benefit	Description																												
Medical	Choice of HMO, PPO, or CDHP. Prescription and basic vision coverage are part of the three medical plans. Supplemental vision coverage is also available. Coverage is effective immediately on the first day of the month following the first day of work.																												
Dental	Delta Dental PPO																												
Spending Accounts	Healthcare FSA, Dependent Care FSA, Childcare Subsidy, Health Savings Account with annual employer contribution																												
Life Insurance	Basic Life is the greater of \$50,000 or 1x annual salary up to a maximum of \$250,000 (over \$50k taxed as imputed income). Supplemental Life and Dependent Life insurance available.																												
Retirement Plan	<p>403(b) – employee contributions may be made upon hire. University contributions begin after one year of FT service according to the schedule below. One year requirement waived if employed by a non-profit, university or governmental employer for at least one year immediately prior to employment at Villanova by completing a Prior Employer Certification Form. Immediate vesting for all employee and university contributions.</p> <table border="1" data-bbox="466 727 1199 1136"> <thead> <tr> <th data-bbox="466 727 651 812">Base Villanova Contribution</th> <th data-bbox="651 727 833 812">Employee Contribution</th> <th data-bbox="833 727 1016 812">Matching Contribution</th> <th data-bbox="1016 727 1199 812">Total Villanova Contribution</th> </tr> </thead> <tbody> <tr> <td data-bbox="466 812 651 868"></td> <td data-bbox="651 812 833 868">0%</td> <td data-bbox="833 812 1016 868">0%</td> <td data-bbox="1016 812 1199 868">3.5%</td> </tr> <tr> <td data-bbox="466 868 651 922"></td> <td data-bbox="651 868 833 922">1%</td> <td data-bbox="833 868 1016 922">1%</td> <td data-bbox="1016 868 1199 922">4.5%</td> </tr> <tr> <td data-bbox="466 922 651 977"></td> <td data-bbox="651 922 833 977">2%</td> <td data-bbox="833 922 1016 977">2%</td> <td data-bbox="1016 922 1199 977">5.5%</td> </tr> <tr> <td data-bbox="466 977 651 1031">3.5%</td> <td data-bbox="651 977 833 1031">3%</td> <td data-bbox="833 977 1016 1031">3%</td> <td data-bbox="1016 977 1199 1031">6.5%</td> </tr> <tr> <td data-bbox="466 1031 651 1084"></td> <td data-bbox="651 1031 833 1084">4%</td> <td data-bbox="833 1031 1016 1084">4%</td> <td data-bbox="1016 1031 1199 1084">7.5%</td> </tr> <tr> <td data-bbox="466 1084 651 1136"></td> <td data-bbox="651 1084 833 1136">5%</td> <td data-bbox="833 1084 1016 1136">5%</td> <td data-bbox="1016 1084 1199 1136">8.5%</td> </tr> </tbody> </table>	Base Villanova Contribution	Employee Contribution	Matching Contribution	Total Villanova Contribution		0%	0%	3.5%		1%	1%	4.5%		2%	2%	5.5%	3.5%	3%	3%	6.5%		4%	4%	7.5%		5%	5%	8.5%
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Tuition Assistance – Employee	100% tuition remission (up to 6 graduate or 9 undergraduate credits per semester) provided at the start of the semester or term following the completion of 6 months of service.																												
Tuition Remission – Dependents	Eligible spouses and dependent children provided 100% tuition remission for courses taken at Villanova effective with the beginning of the next semester or summer session following the completion of 3 years of service. Prior service at another higher education institution prior to starting at VU counts towards the service eligibility requirement.																												
Tuition Exchange – Dependent Children	The tuition exchange program allows dependent children of full-time employees to apply for scholarships not available to the general public at over 600 other member institutions, effective with the beginning of the next semester or summer session following the completion of 3 years of service. Prior service at another higher education institution prior to starting at VU counts towards the service eligibility requirement.																												



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Vacation	Annual vacation allotment based on the published vacation schedule . Vacation allotment is prorated for the first year of employment. (Vacation allotment is prorated for 9, 10 and 11-month assignments).																										
2024 Holiday Schedule	<p>17 paid holidays and 1 floating holiday for 2024 calendar year:</p> <table border="1" data-bbox="466 472 1442 1011"> <thead> <tr> <th colspan="2" data-bbox="466 472 1442 505">2024 Staff Holiday Schedule</th> </tr> </thead> <tbody> <tr> <td data-bbox="466 505 940 537">New Year's Celebration</td> <td data-bbox="940 505 1442 537">Monday, January 1, 2024</td> </tr> <tr> <td data-bbox="466 537 940 570">Martin Luther King Day Celebration</td> <td data-bbox="940 537 1442 570">Monday, January 15, 2024</td> </tr> <tr> <td data-bbox="466 570 940 643">Easter Season Celebration</td> <td data-bbox="940 570 1442 643">Friday, March 29, 2024 Monday, April 1, 2024</td> </tr> <tr> <td data-bbox="466 643 940 675">Memorial Day Celebration</td> <td data-bbox="940 643 1442 675">Monday, May 27, 2024</td> </tr> <tr> <td data-bbox="466 675 940 708">Juneteenth Celebration</td> <td data-bbox="940 675 1442 708">Wednesday, June 19, 2024</td> </tr> <tr> <td data-bbox="466 708 940 740">Independence Day Celebration</td> <td data-bbox="940 708 1442 740">Thursday, July 4, 2024</td> </tr> <tr> <td data-bbox="466 740 940 773">Labor Day Celebration</td> <td data-bbox="940 740 1442 773">Monday, September 2, 2024</td> </tr> <tr> <td data-bbox="466 773 940 846">Thanksgiving Celebration</td> <td data-bbox="940 773 1442 846">Thursday, November 28, 2024 Friday, November 29, 2024</td> </tr> <tr> <td data-bbox="466 846 940 919">Christmas Celebration</td> <td data-bbox="940 846 1442 919">Monday, December 23, 2024 through Tuesday, December 31, 2024</td> </tr> <tr> <td data-bbox="466 919 940 951">New Year's Celebration (2025)</td> <td data-bbox="940 919 1442 951">Wednesday, January 1, 2025</td> </tr> <tr> <td data-bbox="466 951 940 984"></td> <td data-bbox="940 951 1442 984">Thursday, January 2, 2025</td> </tr> <tr> <td data-bbox="466 984 940 1016"></td> <td data-bbox="940 984 1442 1016">Friday, January 3, 2025</td> </tr> </tbody> </table>	2024 Staff Holiday Schedule		New Year's Celebration	Monday, January 1, 2024	Martin Luther King Day Celebration	Monday, January 15, 2024	Easter Season Celebration	Friday, March 29, 2024 Monday, April 1, 2024	Memorial Day Celebration	Monday, May 27, 2024	Juneteenth Celebration	Wednesday, June 19, 2024	Independence Day Celebration	Thursday, July 4, 2024	Labor Day Celebration	Monday, September 2, 2024	Thanksgiving Celebration	Thursday, November 28, 2024 Friday, November 29, 2024	Christmas Celebration	Monday, December 23, 2024 through Tuesday, December 31, 2024	New Year's Celebration (2025)	Wednesday, January 1, 2025		Thursday, January 2, 2025		Friday, January 3, 2025
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2024 Adjusted Summer Schedule	<p>Four day work week for the 2024 summer months - 13 paid Fridays off from May 17 until August 9, 2024:</p> <ul style="list-style-type: none"> ▪ May 17, 24, 31 ▪ June 7, 14, 21, 28 ▪ July 5, 12, 19, 26 ▪ August 2, 9 																										
Sick Leave	12 paid sick leave days per calendar year. Unused sick leave can be carried over from year to year. During the first year of employment, employees are credited one sick day per month, beginning the first of the month following hire date for each full month for the remainder of the year.																										
On-Campus Benefits	Access to VU athletic facilities (fitness centers, exercise classes, tracks, pools); employee discount at the VU bookstore and VU theater.																										